



# AUTHORIZATION LETTER TO ADD/REPLACE GENERAL CONTRACTOR OR CHANGE TO OWNER /BUILDER

DATE \_\_\_\_\_

## Location of Submission

Please submit this form at 650 South King St., Honolulu, HI 96813, at the Permit Pick-Up Office located within the Frank Fasi Municipal Building. The office is positioned on the 1st floor. Upon arrival, check in with the security guard. Subsequently, navigate through the breezeway (common area) and proceed through the double-automatic doors. Once inside, please make your way to the front concierge desk for further assistance.

## Additional Instructions

### 1. Do Not Submit via Email:

Please refrain from submitting this form through email. Utilize the designated submission channels provided to ensure a secure and efficient processing of your submission.

### 2. Submission Requirement:

This form must be submitted in conjunction with the Contractors Statement Form. Both forms are integral for a comprehensive evaluation and processing of your submission.

Check if applicable (skip if not applicable):

“ Changing from general contractor to owner/builder

## DEPARTMENT OF PLANNING & PERMITTING:

THIS IS TO AUTHORIZE \_\_\_\_\_  
(Contractor's name)(Owner's name if changing to owner builder)

TO DO WORK FOR \_\_\_\_\_  
(Owner or Project Name)

LOCATED AT \_\_\_\_\_ ON BUILDING  
(Project Address)

PERMIT NO. \_\_\_\_\_ AND TAX MAP KEY: \_\_\_\_\_

Owner's Print Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

\*\*There will be a \$50 charge for each permit on which the add/change is conducted.\*\*

*For Department Use Only:*

Date posted: \_\_\_\_\_

Clerks Initial: \_\_\_\_\_



**HONOLULU**  
Planning & Permitting

Our Island, Our Future

**OUR VISION:** Providing responsible, innovative, collaborative and lawful leadership in support of our evolving island home.

**OUR MISSION:** To serve with integrity, invest in our people, processes and technology, and implement plans and regulations to facilitate responsible development that protects our environment and culture.



Revised 08/26/2022